

## **1034 - SPECIAL EVENTS LIAISON**

### **NATURE OF WORK**

This is responsible professional work organizing, planning, and facilitating through to fruition, special events including inception on in-house city sponsored events. Work involves frequent contact with event representatives and the public regarding various facets of special events. Makes public appearances at business meetings and social gatherings, and as a committee/board staff member and governmental/community liaison. Prepares and develops special and cultural event budgets for city services, based on the scope of the event. Informs applicants of the City of Miami Beach special event requirements, and provide assistance to applicants in meeting these requirements including permits with local, state and county agencies.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Identifies and receives all documentation required for the issuance of City of Miami Beach Special Events Permits which includes applications, fees, insurance certificates, indemnity agreements, city services and thoroughly developed site and implementation plans.

Forwards applications and lateral materials to neighborhood associations, city departments and other applicable agencies on a regular and timely basis.

Organizes regular meetings with neighborhood associations to facilitate dialogue with event applicants to ensure community concerns are addressed and to attain support for activity from association.

Develops budget for related city services; collects and transfers all city service personnel expenses to all applicable departments, collects, records and deposits all application and permit fees.

Distributes receipts and maintains accurate copies of all checks and cash receipts to ensure accurate accountability.

Ensures that the applicant has met all City of Miami Beach special event requirements and all the areas that it encompasses to bring the event through to fruition successfully.

Monitors adherence to approved plans and provide evaluation of professional implementation.

Maintains updated special event calendars for inter departmental and internet distribution.

Composes and distributes correspondence and communications regarding special events.

Expedites written approval from related departments and City Manager.

Oversees in-house special events which range from Veterans Day, and Memorial Day, to other ceremonies such as street naming.

Serves as a City representative on boards/committees as well as liaison to other governmental entities.

Issues CMB Special Event permits, letters of authorization, consent, and formal approval.

Maintains a synopsis of all events and data including quarterly report to the State of Florida.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

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Knowledge regarding the necessary requirements for local, state and county levels of government and their approval processes.

General knowledge of the organization, function and methods of operation of the City's departments.

Ability to keep track of many items at the same time concerning different events.

Ability to establish and maintain effective working relationships with event producers and the general public.

Ability to communicate effectively, both orally and in writing.

### **MINIMUM REQUIREMENTS**

Bachelor=s Degree. Experience in government and working with neighborhood groups and civic associations. Experience can substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

Work is performed under the supervision of the Director of the Office of Arts, Culture and Entertainment.

### **SUPERVISION EXERCISED**

Provides technical direction to clerical employees.

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